Updated Pages for Latest Release of the School User Manual Volume II Form I-20

This change page package has been compiled to provide you with only the pages affected by the recent updates to SEVIS. This change package is primarily intended for those users who have already downloaded or printed a copy of the December 11, 2003, School User Manual Volume II Form I-20. This package enables you to quickly view the latest functionality in SEVIS.

- **If you have not already downloaded or printed a copy** of the December 11 School User Manual Volume II Form I-20, navigate back to the SEVP web page and click on the SEVIS School User Manual Volume II Form I-20 link to obtain a complete copy of the User Manual with the recent changes included.

- **If you have already printed a copy** of the December 11 School User Manual Volume II Form I-20, perform the following steps:

    1. Print off this change page package.

    2. Remove the affected pages from the December 11 School User Manual Volume II Form I-20.

    3. Insert the change pages.

The table below describes the functionality changes and lists the updated pages.

Description of Change	Updated Pages
New Change Education Level functionality: • Updated the *Student Information* screen to show the location of the new **Change Education Level** link • Detailed the instructions for performing the new functionality of changing a student's education level.	2–38, 2–81, 2–81.1, 2–81.2, 2–81.3
Clarified the new cancellation procedures for the following functionality: • Transfer Out • Off-Campus Employment • OPT Request	2–56, 2–57, 2–77, 2–105, 2–106, 2–107, 2–110
New information for M-1 extension requests: • Detailed what information now prints for the Form I-20 for M-1 students and M-2 dependents. • Clarified that you are allowed to view and cancel but not update a pending extension request. • Clarified the procedure for cancelling an M-1 student's program extension request.	2–14, 2–56, 2–57

U.S. Department of Homeland Security

USER MANUAL

User Manual for School Users of the Student and Exchange Visitor Information System: Volume II Form I-20

January 21, 2004

TABLE OF CONTENTS

EXHIBITS

Section/Field	Description/Explanation
	Active.
	• **Transfer Pending From:** <Name of School>—Prints on Forms for students who are transferring in from another SEVIS school.
	• **Transfer From School:** <Name of School>—Prints on Forms for students who transferred from a non-SEVIS school.
	Note: This option is no longer available; however, this reason may still appear on older Forms I-20.
	• **Reinstatement Requested**—Prints if the student's status is Completed or Terminated and he or she has requested reinstatement.
	• **Other**—May print on some Forms.
	Note: This option is no longer available; however, this reason may still appear on older Forms I-20.
	• **Use by Dependents for Entering United States**—Prints on the Forms for dependents.
Initial Attendance	Select this issue reason for any student who is initially applying for nonimmigrant status and would likely be admitted to the United States as an M or F student.
	• The student is not transferring from another school, is not currently a student at your school, and is not, to your knowledge, applying for a change of status in the United States.
	• The student generally has been accepted for, but has not yet begun, a program.
	• These students generally reside overseas and use the Form I-20 for visa issuance and initial entry though a DHS port of entry.
	• If you know that the student is already in the United States under another immigrant status, and is applying for a change of status with this Form I-20, choose the issue reason described below in Initial Attendance - Change of Status Requested.

Section/Field	Description/Explanation
	A student that has "Initial Attendance" chosen as his or her issue reason is in Initial status in the system. This indicates that the student has been admitted to, but has not yet begun, the program or course of study. Once the student registers, his or her status will change and the

Exhibit 2–14: Student Information

U.S. Immigration and Customs Enforcement — **ICE** — **Student & Exchange Visitor Information System** — **SEVIS**

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout — PDSO, RO, DSO

Student information

[Re-Print I-20] [Print Draft I-20]

Actions:

Authorize To Drop Below Full Course

Change Education Level

Complete Program

Disciplinary Action

Extend Program

Registration

Shorten Program

Terminate Student

Transfer Out

Edits:

Dependents

Financial Information

Personal Information

Program Information

View:

Request/Authorization Details

Employment/Training:

CPT Employment Authorization

Off-Campus Employment

OPT Request

Personal Information

SEVIS ID:	**N0000103781**
Family name:	**Akua**
First name:	**Kema**
Country of birth:	**TOKELAU**
Birth date:	**12/08/1982**
Citizenship country:	**TOKELAU**
Gender:	**FEMALE**
Foreign Address:	**123 There Kona TOKELAU**
U.S. Address:	**789 Here Washington DISTRICT OF COLUMBIA 20001**
SSN:	
Driver license number:	
Issuing state:	
Individual Taxpayer ID number:	

Program Information

Status:	**ACTIVE**
Termination Reason:	
Visa type:	**F-1**
School name:	**Makana University**
School Code:	**WAS214F65968000**
Campus Name:	**Makana University**
I-20 issue reason:	**CONTINUED ATTENDANCE**
Education level:	**BACHELOR'S**
Major:	**Architectural Technology/Technician (NEW)**
Secondary major:	
Minor:	
Program start date:	**10/22/2003**
Program end date:	**10/21/2007**
Normal length of study:	**48**
Current Session End Date:	**12/31/2003**
Next Session Start Date:	**01/01/2004**
School requires English proficiency:	**yes**
Student has English proficiency:	**yes**
English is not required because:	
Remarks:	

Financial Information

Number of months:	**09**
Tuition fees:	**$10,000.00**
Living expenses:	**$5,000.00**
Dependent expenses:	**$1,500.00**
Other Costs:	
Other costs comment:	
Total expenses:	**$16,500.00**
Student's personal funds:	**$45,000.00**
Funds from this school:	
School fund type:	
Funds from other sources:	
Source type:	
On-Campus employment:	
Total funding:	**$45,000.00**

Travel Information

Passport Number:	
Visa Number:	
Visa Issue Date:	
Visa Issue Post:	
Port of Entry:	
Date of Entry:	
I-94/Admission Number:	

I-901 Fee Payment Information

Transaction Type:	
Transaction Date:	
Transaction Amount:	

Dependents:

Sevis ID	Family Name	First Name	Relationship	Gender	Status
N0000103783	Akua	Paula	CHILD	FEMALE	ACTIVE

Student Requests:

Request Type	Request Status
OPT	PENDING
Reinstatement	CANCELLED
Reinstatement	APPROVED

01/07/2004 (Wednesday)

2. On the *Disciplinary Action* screen, you must click to place a check mark in **The Student has had Disciplinary Action taken as a result of being Convicted of a Crime** check box and enter remarks in the **Explanation** text box. This update will not affect the student's status.

3. After reviewing the information, click one of the following buttons:

Submit Action	Click this button to complete the process and submit the disciplinary action against the student's record.
Reset Values	Click this button to return all new entries on the page to the previous values.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

4. If you click the **Submit Action** button, a message displays indicating that the update was successful.

5. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.9   EXTEND PROGRAM

The *Extend Program* screen allows you to change a student's program end date to reflect that additional time is needed to complete the course due to medical or academic circumstances.

Note: You must request a program extension for a student prior to the student's current program end date.

For F-1 students, this update does not require DHS adjudication. However, for M-1 students, a DHS Service Center must adjudicate an extension request. You may make an extension request for an M-1 student no sooner than 60 days and no later than 15 days before his or her program end date. Once the M-1 extension request is made in SEVIS, the Form I-20 indicating this request should be printed and sent to the DHS Service Center along with the other necessary documentation and forms.

For an M-1 extension request, once the update is made, the extension displays as a pending request on both the student list and the individual *Student Information* screen. Once the adjudication result is received from the Service Center, the result also displays on the *Student Information* screen and the *Active Students with an Extension* list. The result displays on the *Active Students with an Extension* list until 30 days after the DHS Service Center decision date.

Perform the following steps to extend a student's program:

1. From the *Student Information* screen, click the **Extend Program** link. The *Extend Program* screen displays with the student's basic personal and program information.

2. On the *Extend Program* screen, enter the new program end date in MM/DD/YYYY format.

3. Enter an explanation for the medical or academic circumstances that necessitate an extension in the available text box.

4. After reviewing the information, click one of the following buttons:

Extend Program	Click this button to complete the process and extend the student's program. A message displays indicating that the update was successful.
	Note: For M-1 students there will be a reminder that the submitted changes required adjudication by the Service Center.
	Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.
	Click the **Return to View Record** button to view the student's SEVIS record.
	The Additional Information for M-1 Extension Requests section below provides further details for M-1 students.
Reset Values	Click this button to return all new entries on the page to the previous values.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

Additional Information for M-1 Extension Requests

When printing a Form I-20 for an M-1 with a pending extension request, the system prints the requested extended program end date in Field 5 and "Program Extension Pending" in Field 3 (along with "Continued Attendance"). When printing a Form I-20 for an M-2 whose associated student has a pending extension request, the system prints the requested extended program end date in Field 5 and "Program Extension Pending" in Field 3 (along with "Use by Dependents for Entering United States").

SEVIS allows you to view and cancel, but not update, requests for M-1 extensions that have not been adjudicated. Section 2.4.5.2.17, Cancel Extend Program for an M-1 Student, provides direction for cancelling a program extension request for an M-1 student.

2.4.5.2.10 REGISTRATION

Registration is the process of entering the required data when a student who has been issued a Form I-20 for attendance appears at the school and enrolls in classes. This SEVIS registration activates an initial student's record in the system, which means that the student record changes from Initial to Active status. Each student who is issued a Form I-20 for initial attendance must be registered in SEVIS once he or she arrives and is enrolled in the program. SEVIS registration should not be performed prior to the student's arrival and program registration at the institution.

Note: In addition to the initial registration action, a PDSO or DSO must update a student's record each term or session to indicate that the student is enrolled for that semester, and to indicate the next term or session start date. This update can be completed each term or session by opening the active student's record and following the update procedures defined below.

The following guidelines apply to student registration:

- Once the student is initially registered at the school, and is in Active status, a PDSO or DSO must update the student's record each term or session to indicate that the active student is still enrolled at the school. The session dates are entered in the student's record for each term or session at the time of this update. A student whose record has not been updated to reflect this per term registration will display on an alert list.

- If the student being registered is an F-1 student currently transferring into the school, the transfer is marked complete.

- If the student being registered is an M-1 student transferring into the school, you may register the student. However, the transfer will not be marked as Complete until the

6. If you click the **Terminate Student** button, a message displays requesting that you confirm the termination. Click **Yes** to proceed with the student's termination. Click **No** to cancel the action and return to the *Student Information* screen.

7. If you click **Yes**, a message displays indicating that the update was successful.

8. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.15 TRANSFER OUT

The Transfer Out option is available to the PDSO and DSO while the student is in Active status and does not currently have a transfer pending. A student with a Pending Reinstatement status cannot be transferred. However, a student that is in Terminated or Completed status and wishes to apply for reinstatement to attend another school may also be transferred out.

You must identify a date (release date) on which the student record will transfer to the other school, and the name of the school. In the case of an F-1 student, the transfer-in school cannot complete the Form I-20 until after the student's release date. Therefore, it is important that the release date accurately reflect the date that the student completes work at the transfer-out school, giving the transfer-in school sufficient time to create the new Form I-20 and transfer the student in for the start of the new program.

The following guidelines also apply to the Transfer Out process:

*   The name of the transfer to school must be selected. This is detailed in the steps below.

*   The transfer Form I-20 for an F-1 student cannot be created at the transfer-in school until the Transfer Release Date entered on the *Transfer Out* screen has been reached.

*   All employment authorization is cancelled when a student transfers.

*   For M-1 transfers, once the school official at the transfer-out school updates the student's record to indicate that a transfer will take place, a PDSO or DSO at the transfer-to school will see the student's name on the *Students in Transfer Status* list. From this list, the PDSO or DSO can select the student and create the initial Form I-20 for the M-1 student to attend the new school.

*   The M-1 transfer Form I-20 can be created and printed before the Transfer Release Date to allow the M-1 to file an application for transfer with the DHS Service Center.

*   When cancelling a request for an M-1 transfer, the request should not be cancelled if supporting documentation has already been sent to the Service Center.

    Note: If supporting documentation has already been sent, do not complete the cancel function. You must contact the Service Center directly to have the application withdrawn.

    Once a request for an M-1 transfer has been cancelled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result.

Note: If you have questions about when to set the student's release date, or concerns about when you can access a record from another school (either transfer in or transfer out), contact the PDSO at the other school. You may discuss the timing of the student's transfer to ensure that the release date accommodates the transfer out program end date and the transfer in program start date.

Perform the following steps to transfer a student out of your school:

9. If you click the **Transfer Student** button, a message displays indicating that the update was successful.

10. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.16 CHANGE EDUCATION LEVEL

The **Change Education Level** link allows you to create a new Form I-20 for a student who is changing education level; for example, from Bachelors to Masters.

Note: Changing a student's education level creates a new Initial record (this is in addition to the student's current Active record). Both records will have the same SEVIS ID.

WARNING: You must continue to update the Active record, as necessary, until the student has completed his or her current education level. When the student has enrolled at the new education level, you must register the student using the Initial record. Once the student is registered for the new education level, you will no longer be able to update the record for the previous education level.

Perform the following steps to change a student's education level:

1. From the *Student Information* screen, click the **Change Education Level** link. The *Create I-20 for Change Education Level* screen displays summary data for the student.

2. Below is a list of the fields/sections and a brief description of, or explanation for, each field/section. An asterisk precedes the fields/sections that must be completed.

Field/Section	Description/Explanation
1. *** Education Level**	Select the new level of education pursued by the student from the drop-down list.
2. *** Primary Major**	Select the student's primary field of study, or the option on the list provided that most closely matches the field of study. SEVIS uses a two-step process to give you access to all possible fields of study: 1. Click the **Select** button in the **Primary Major**, **Secondary Major**, or **Minor** row of the form (Fields 2, 3, and 4) to display the *Primary Major Selection* screen. On that screen, click the down arrow at the right end of the *Category* selection list and make a selection. 2. Click the **Search** button to view the list of subjects for the category selected. Find the subject that most closely matches the student's field of study and click its code at the left end of the row. The system automatically returns to the *Create I-20 for Change Education Level* screen and your final selection displays on the screen. 3. If you make an error at any point, repeat Steps 1 and 2.

Field/Section	Description/Explanation
3. **Secondary Major**	Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the **Primary Major** field (2). Click the **Clear** button to remove the selected Secondary Major, if desired.
4. **Minor**	This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the **Primary Major** field (2). Click the **Clear** button to remove the selected Minor, if desired.
5. *** Normal Length of Study**	Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.
6. *** New Program Start Date**	Enter the date on which the student is expected to begin his or her new education level. **Note:** Once the Form I-20 has been submitted to SEVIS, this field cannot be updated at any time.
7. *** New Program End Date**	Enter the expected date of completion of the actual academic program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.)
8. *** English Proficiency**	Select "**yes**" or "**no**" to indicate whether your school requires English proficiency. • If "**yes**", you must select "**yes**" or "**no**" to indicate whether the student is or is not proficient in the English language. • If "**no**", enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.
9. *** Number of Months in Academic Term**	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term.
10. **Expenses**	Enter the student's expenses for one academic term. **Note:** You must round up to the nearest dollar in the following fields. The system does not accept the decimal point.
* Tuition and Fees	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit.
* Living Expenses	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit.
Expenses for Dependents	Enter the student's expenses for his or her dependents, if any, during one academic term. This field has a 10-character limit.

Field/Section	Description/Explanation
Other Costs	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit.
Specify Other Costs	If a figure is given for **Other Costs**, an explanation must be provided. This field has a 1,000-character limit.
11. **Funding**	Enter the student's funding for one academic term. **Note:** The total amount in Section 11 must be equal to or greater than the total amount in Section 10. **Note:** You must round up to the nearest dollar in the following fields. The system does not accept the decimal point.
* **Student's Personal Funds**	Enter the personal funds available to the student in one academic term to defray his or her educational expenses. This field has a 10-character limit.
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.
School Fund Type	If a number is entered in the **Funds From This School** field, an explanation must be provided. This field has a 1,000-character limit.
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.
Other Source Type	If a figure is entered in the **Funds From Other Sources** field, an explanation must be provided. This field has a 1,000-character limit.
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit.
12. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. **Note:** Comments entered in any **Remarks** field throughout the Form I-20 will replace existing remarks and print in field 9 of the Form I-20.

The following buttons are at the bottom of the screen:

- **Reset Values**—Clears all new entries on the page that have not been saved.

- **Submit**—Creates a Form I-20 for the new education level. The student will now have two records: one Initial and one Active.

- **Cancel**—Cancels the action and returns to the *Student Information* screen.

2.4.5.2.17 CANCEL EXTEND PROGRAM FOR AN M-1 STUDENT

SEVIS allows you to view and cancel, but not update, requests for M-1 extensions that have not been adjudicated. Once a request for an M-1 extension has been cancelled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when cancelling a request for an M-1 extension, the request should not be cancelled if supporting documentation has already been sent to the Service Center.

Note: If supporting documentation has already been sent, do not complete the cancel function. You must contact the Service Center directly to have the application withdrawn.

Perform the following steps to cancel a program extension request for an M-1 student:

1. From the *Student Information* screen, click the **Cancel Extend Program** link. The *Cancel Extend Program Request* screen displays.

2. Click the **Cancel Request** button. A confirmation screen displays.

3. Click the **Yes** or **No** button.

   - Click the **Yes** button if you wish to cancel the program extension request. A message displays that the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen. Note that the student's Extension status in the Student Requests section is now Cancelled.

   - Click the **No** button to return to the *Student Information* screen without cancelling the program extension request.

2.4.5.3 Edits Menu

2.4.5.3.1 DEPENDENTS

You have the option to add a new dependent, edit an existing dependent record, or terminate/reactivate dependents. If a student record is terminated or completed, the associated dependent record(s) are automatically terminated. However, when a dependent terminates his or her status independent of the student, the dependent record itself can be terminated.

2.4.5.3.1.1 Add Dependent

Perform the following steps to add a dependent to an existing student record:

1. Click the **Dependents** link on the *Student Information* screen to display the *Dependents* screen (Exhibit 2–11).

2. Click the **Add Dependent** link to display the *Add Dependent* screen (Exhibit 2–12), with relevant data on the principal and fields in which to enter data for a new dependent.

3. Complete the *Add Dependent* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the sections/fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. **Family Name**	Enter the surname or last name of the dependent. This field has a 40-character limit.
2. **First Name**	Enter the first name of the dependent. This field has a 40-character limit.
3. **Middle Name**	Enter the middle name of the dependent. This field has a 40-character limit.
4. **Suffix**	If appropriate, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.
* 5. **Date of Birth**	Enter the dependent's date of birth in MM/DD/YYYY format.
* 6. **Country of Birth**	Select the name of the country in which the dependent was born from the drop-down list.
7. **Country of Citizenship**	Select the name of the country in which the dependent maintains citizenship from the drop-down list.
* 8. **Gender**	Select the dependent's gender from the drop-down list.

2.4.5.5.2 OFF-CAMPUS EMPLOYMENT

Using the *Off-Campus Employment* screen, you can update an Active student's record to request OCE. OCE can be requested for F-1 students for three reasons under the terms of the DHS regulations: Economic Hardship, Special Student Relief, and Work with an International Organization. The PDSO or DSO must enter the OCE information, print the Form I-20, and mail it to the DHS Service Center for adjudication.

In SEVIS, the OCE request for an F-1 student displays on the *Student Information* screen and on the *Active Students with Off-Campus Employment* list until the employment end date is received and updated from the Service Center.

SEVIS allows you to view and cancel, but not update, requests for OCE that have not been adjudicated. If a request for OCE has been cancelled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when cancelling a request for OCE, the request should not be cancelled if supporting documentation has already been sent to the Service Center.

Note: If supporting documentation has already been sent, do not complete the cancel function. You must contact the Service Center directly to have the application withdrawn.

To submit an OCE request for a student, perform the following steps:

1. From the *Student Information* screen, click the **Off-Campus Employment** link. The *Off-Campus Employment* screen displays, as depicted in Exhibit 2–34, Off-Campus Employment Screen.

Exhibit 2–34: Off-Campus Employment Screen

SEVIS Eligibility - Employment List

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout

amathi0640 (PDSO, RO, DSO)

Welcome to the SEVIS Eligibility - Employment List

Makana University

Off-Campus Employment

SEVIS ID:	**N0000103821**
Family name:	**Smith**
First name:	**Elizabeth**
Country of birth:	**ICELAND**
Date of birth:	**12/19/1983**
Country of citizenship:	**ICELAND**
Gender:	**FEMALE**
School name:	**Makana University**
Program start date:	**10/23/2003**
Program end date:	**10/22/2007**
Visa type:	**F-1**
Status:	**ACTIVE**

Required fields are marked with an asterisk (*)

1. *** Authorize for Employment:** ○ Recommend

2. *** Off-Campus Employment Type:**

3. *** Recommendation:**

Update Employment   Cancel   Reset Values

10/30/2003 (Thursday)

2. Complete the *Off-Campus Employment* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. **Authorize for Employment**	Click the radio button to indicate that you are recommending that the student be authorized for OCE.
* 2. **Off-Campus Employment Type**	Select one of the following reasons from the drop-down list: • Economic Hardship • International Organization • Special Student Relief
* 3. **Recommendation**	Enter any applicable remarks. This field has a 1,000-character limit.

3. Review the information and click one of the following buttons:

Update Employment	Click this button to submit the OCE request to the student's record. **Note:** Then you will need to print the Form I-20 and mail it to the Service Center for adjudication.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.
Reset Values	Click this button to return all new entries on the page to the previous values.

4. If you click the **Update Employment** button, a message displays indicating that the update was successful. The following reminder also displays: "Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the INS Service Center."

5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his or her records.

6. Click the **Return to View Record** button to view the *Student Information* screen.

Perform the following steps to cancel an OCE request:

1. From the *Student Information* screen, click the **Off-Campus Employment** link. The *Off-Campus Employment* screen displays.

2. Click the **Cancel Request** button. A confirmation screen displays.

3. Click either the **Yes** or **No** button.

- Click the **Yes** button if you wish to cancel the OCE request. A message displays that the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen. Note that the student's OCE status in the Student Requests section is now Cancelled.

- Click the **No** button to return to the *Student Information* screen without cancelling the OCE request.

2.4.5.5.3   OPT REQUEST

The *Student Information* screen provides you with the OPT Request option. Selecting this option enables you to view existing or add new OPT employment requests. OPT must be directly related to the student's major area of study. OPT is adjudicated by the DHS Service Center. The PDSO or DSO enters the OPT information, prints the Form I-20, and sends it to the DHS Service Center with other necessary documentation for adjudication. Once OPT employment is requested in SEVIS, the student's request status is set to Pending.

In SEVIS, the OPT employment request for an F-1 or M-1 student displays on the *Student Information* screen and on the *Active Students with Optional Practical Training (OPT)* list until the authorized employment end date.

SEVIS allows you to view and cancel, but not update, requests for OPT employment that have not been adjudicated. Once a request for OPT employment has been cancelled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when cancelling a request for OPT employment, the request should not be cancelled if supporting documentation has already been sent to the Service Center.

Note: If supporting documentation has already been sent, do not complete the cancel function. You must contact the Service Center directly to have the application withdrawn.

2.4.5.5.3.1   Complete the OPT Request

Perform the following steps to submit an OPT request:

1. From the *Student Information* screen, click the **OPT Request** link. The *OPT Employment* screen displays.

2. Click the **New OPT Employment** link. The *Adding New OPT Employment* screen appears, as depicted in Exhibit 2–35, Adding New OPT Employment Screen.

Exhibit 2–35: Adding New OPT Employment Screen

SEVIS Eligibility

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout

amathi0640 (PDSO, RO, DSO)

Welcome to the SEVIS Eligibility

Makana University

Adding New OPT Employment

Required fields are marked with an asterisk (*)

1. * Employment Start Date:		(MM/DD/YYYY)
2. * Employment End Date:		(MM/DD/YYYY)
3. * Full Time/Part Time:		
4. Employer Name:		
5. Employer Address:		
Address 1:		
Address 2:		
City:		
State:		
Zip Code:	-	
6. * How/Why is the Work Relative to Course Work:		
7. Remarks:		

Submit New OPT Employer   Reset Values   Cancel

10/30/2003 (Thursday)

2.4.5.5.3.2   Cancel OPT Request

SEVIS allows you to cancel an OPT request. Perform the following steps to cancel an OPT request:

1. From the *Student Information* screen, click the **OPT Request** link. The *OPT Employment* screen displays.

2. Click the **Cancel Request** link in the **Command** column. A confirmation screen displays.

3. Click either the **Yes** or **No** button.

   - Click the **Yes** button if you wish to cancel the OPT request. A message displays that the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen. Note that the student's OPT status in the Student Requests section is now Cancelled.

   - Click the **No** button to return to the *OPT Employment* screen without cancelling the OPT request.

2.4.5.5.3.3   Guidelines for Requesting OPT for an F-1 Student

Prior to recommending OPT for an F-1 student, a PDSO or DSO should confirm the following:

- The student has been lawfully attending a DHS-approved school on a full-time basis for at least the last academic year, or will have done so within 90 days of the application filing date.

- The student is seeking employment in a field directly related to his or her major area of study.

  – An explanation of how the intended employment relates to the field of study must be included in the SEVIS OPT request.

- The recommended length of the OPT (indicated by the requested employment start and end dates) does not exceed 12 months of authorized OPT in the aggregate at the current program level.

  – OPT at the same program level approved under a school from which the student transfers does count toward this 12-month aggregate.

  – Approved OPT at another program level does not count toward this 12-month aggregate.

  – Part-time OPT counts one half time toward this 12-month aggregate, meaning that 2 months of part-time OPT count as 1 month of OPT for terms of calculating the 12-month aggregate limitation for each program level.

- If the employment dates requested are during a period in which the student is engaged in classes, the recommendation must be for part-time OPT.

- If the employment dates requested are during an authorized break from classes, or following completion of the course of study, the recommendation must be for full-time OPT.

- The student has not been authorized for full-time CPT at the current program level for a period totaling 12 months or more.

  – Full-time CPT authorized for the same program level at a school from which the student transfers does count toward this 12-month aggregate.

  – CPT authorized at another program level does not count toward this 12-month aggregate.

  – Part-time CPT does not count toward this 12 month aggregate.

2.5   Alerts

When logging into the system as the PDSO or DSO, you are provided with a listing of schools or campuses for which you have been identified as an acting official. An asterisk next to the **Alerts** link for a school (***Alerts**) indicates that an alert exists for the school. Alerts are status reminders or notices that an action should be taken. In most cases, these alerts are indicators that, according to the information currently in the system, the student's status will change (in many cases from